



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

## POLICE SERVICES OFFICER

\$1,477.48 - \$1,551.38 - \$1,628.92 - \$1,710.39 - \$1,795.88

(Bi-Weekly Salary)

**Final Filing Date: February 13, 2015 by 5:00 p.m.**

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Police Services Officer position vacancy is within the **Police Department**.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Police Services Officer classification or similar classification*

**Position:** Under general supervision to perform a wide variety of responsible clerical duties in the Records Division; and to provide assistance and information to Department staff and the public.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** Two (2) years of responsible clerical experience in a modern office environment.

**Training:** Equivalent to successful completion of the twelfth grade. (GED or High School Graduation)

**Physical and Other Requirements:** Applicant must be at least 18 years of age.

Must possess the strength and physical ability necessary to perform the essential functions of the position.

**Special Requirements:** Essential duties require the following physical skills and work environment:

Ability to pass a records check and fingerprinting. Ability to work in a standard office environment.

**Other:** Bilingual skills are desirable.

**License & Certificate:** Possession of a valid California driver's license.

Typing Certificate with minimum of 45 wpm must be submitted with submittal of application (see Typing Certification Requirements).

**Examples of Duties:** Responsibilities and duties may include, but are not limited to, the following:

Operate various office equipment, including a computer, fax machine, copy machine, printer and scanner. Using the above equipment, enter, record and file a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports. Assemble, code, record and summarize a variety of police records data, including serious crime offenses, stolen vehicles, and other crime reports. Sort, file, copy and distribute crime reports, traffic collision reports, citations, petitions and other materials to appropriate personnel. Assist department personnel and the public in person and by telephone, including retrieving information and files, mailing out requested reports to other criminal justice agencies and the general public in accordance with established regulations, and providing general information regarding department policies, procedures and regulations. Operate various computer programs, including word processing, spreadsheets, data bases and communications software to prepare various reports, records, memos, letters and other material, both for internal and external distribution. Prepare and maintain the court calendar for officers; log subpoenas for service. Receive and verify monies for crime reports; process and maintain related records for Finance Department. Report repairs of city traffic lights and signs to proper agency. Maintain activity and citation logs; appear in court to present evidence for disputed citizens. Keep vehicle supplied for work shift; notify other staff of major repairs needed. Communicate in both English and Spanish with citizens as needed. May, if a female Police Services Officer, perform matron duties in the absence of a female Police Officer.

**How to Apply:** An original signed City Employment Application is required at the time of filing and may be obtained at the following address: **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 x24.**

Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

**Faxed applications are not accepted.**

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Police Department. Following the examination process, successful candidates are placed on an employment list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Candidates receiving a conditional job offer must complete and pass a psychological evaluation and post-offer medical examination and drug screen **A one (1) year probationary period applies.**

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are requested not to formally resign or give notice to their current employers until the medical exam and drug screen have been completed and passed. All medical records and findings are maintained in a confidential manner.

**WRITTEN EXAM:** Testing will occur when a sufficient amount of applications have been received. Applicants who are chosen to continue with the recruitment process will be notified with dates and times for a written exam.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation

should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increase to 15 days per year after 3 years, increase to 20 days after 7 years, increase to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 Plan available.

**Other Benefit** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** January 28, 2014